

For information on becoming a Sales Representative, Wholesale & Manufacturing (exc. tech/science products), see [Sources of additional information](#) within this brochure.

For information on youth employment opportunities, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

**Berlin (752-5500)**

[151 Pleasant St., PO Box 159, 03570-0159](#)

**Claremont (543-3111)**

[404 Washington St., PO Box 180, 03743-0180](#)

**Concord (228-4100)**

[10 West St., PO Box 1140, 03302 - 1140](#)

**Conway (447-5924)**

[518 White Mountain Highway, 03818-4205](#)

**Keene (352-1904)**

[109 Key Rd., 03431-3926](#)

**Laconia (524-3960)**

[426 Union Ave., PO Box 760, 03246-2894](#)

**Lebanon (448-6340)**

[85 Mechanic St., Ste.4, 03766-1506](#)

**Littleton (444-2971)**

[646 Union St., Ste.100, 03561-5314](#)

**Manchester (627-7841)**

[300 Hanover St., 03104-4957](#)

**Nashua (882-5177)**

[6 Townsend St., 03060-3285](#)

**Portsmouth (436-3702)**

[2000 Lafayette Rd., 03801-5673](#)

**Salem (893-9185)**

[29 South Broadway, 03029-3026](#)

**Somersworth (742-3600)**

[243 Rt.108, 03878-1512](#)

SO, You want  
to be a...



*Projected among the top twenty occupations  
with the most annual openings.*

**Marketing, Sales & Service**  
**Sales**  
**Representative**

**Wholesale & Manufacturing (tech/science products)**



**New Hampshire**

**Here are  
a few things  
you should know.**

You'll want to know a few things about this career.

Avg Hrlly Wage:

\$33.90

Expected

Growth Rate\*:

23%

Avg Annual

Openings:

226

Training/Educ  
Needed:

Moderate On-the-Job training  
*A Bachelor's Degree is increasingly more desired. To see if programs are available in NH go to (NHnetwork) at*

[www.nhes.state.nh.us/nhnetwork/](http://www.nhes.state.nh.us/nhnetwork/)

Basic Skills:

Reading, listening, writing, speaking.

Job Skills:

Speaking, social perceptiveness, service orientation, persuasion, negotiation, reading comprehension, critical thinking, coordination, management of material resources, mathematics, instructing, active learning, judgement and decision making.

[www.onetcenter.org](http://www.onetcenter.org)

SO, You want to be a...



# Sales Representative

Projected among the top twenty occupations with the most annual openings. (NH Employment Projections, 2002-2012)

## TASKS

1. Contacts regular and prospective customers to solicit orders.
2. Recommends products to customers, based on customer's specific needs and interests.
3. Answers questions about products, prices, durability and credit terms.
4. Meets with customers to demonstrate and explain features of products.
5. Prepares lists of prospective customers.
6. Reviews sales records/current market information to determine value/sales potential of product.
7. Estimates delivery dates and arranges delivery schedules.
8. Completes sales contracts or forms to record sales information.
9. Instructs customers in use of products.
10. Assists and advises retail dealers in use of sales promotion techniques.
11. Investigates and resolves customer complaints.
12. Forwards orders to manufacturer.
13. Assembles and stocks product displays in retail stores.
14. Writes reports on sales and products.
15. Prepares drawings, estimates, and bids to meet specific needs of customer.
16. Obtains credit information on prospective customers.
17. Oversees delivery or installation of products or equipment.

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Interests

(Holland Code):

ESR

(Enterprising, Social, Realistic)

Interest Area:

Retail & Wholesale Sales & Service

Working Conditions: Generally extensive travel involved. (Hours can be long but often have freedom to set own schedule.)

Avg Work Week:

40+ hrs. (The nature of the work and travelling can cause long hours.)

Sources of additional

info: NH Employment Security (Contact

office nearest you or go online to [www.nhes.state.nh.us](http://www.nhes.state.nh.us)).

Manufacturers' Agents National Association, PO Box 3467, Laguna Hills, CA 92654  
([www.manaonline.org](http://www.manaonline.org)).

Manufacturers' Representatives Educational Research Foundation, PO Box 247, Geneva, IL 60134  
([www.mrerf.org](http://www.mrerf.org)).

**NHCRN**  
New Hampshire Career Resource Network  
Employment SECURITY Rick Ricker (603) 229-4489  
[www.nhes.state.nh.us/elmi/nhcrn/index.htm](http://www.nhes.state.nh.us/elmi/nhcrn/index.htm)